

CALENDAR FOR COMPLETING VERIFICATION

This calendar summarizes the tasks and completion dates required for Connecticut school nutrition programs to comply with the U.S. Department of Agriculture (USDA) verification requirements. The CSDE verification forms are updated annually in August/September and are available on the CSDE's [Verification Procedures](#) Web page. Do **not** use outdated forms.

Check (☑) if completed	Target Completion Date	Task	Forms to Complete	Reminders
<input type="checkbox"/>	August 1 and ongoing	Review the USDA Eligibility Manual for School Meals .	Not applicable	Check to be sure you using the most current USDA manual (see Eligibility Manual for School Meals).
<input type="checkbox"/>	August 1 and ongoing	Verification for Cause may be conducted at any time during the school year and is not part of the formal verification process. Refer to Part 9D in the USDA Eligibility Manual for School Meals for further guidance.	Same forms as the formal Verification Process. Must be reported on the <i>Verification Collection Report</i> (FNS 742).	The local education agency (LEA) has an obligation to verify all approved applications that may be questionable. However, such verification efforts cannot delay the approval of applications. If an application is complete and indicates that the child is eligible for free or reduced-price meal benefits, the application must be approved. The LEA can only begin the verification process after the determination of eligibility has been made.
<input type="checkbox"/>	August 15	Determine the type of verification that must be conducted.	<i>Alternate Two Sampling Worksheet</i> or <i>Alternate One Sampling Worksheet</i> or <i>Standard Sample Size Worksheet</i>	Refer to last year's Verification Collection Report and the USDA Eligibility Manual for School Meals . If 20 percent or more households failed to respond to the verification process in the previous school year, the district must do Standard Sample Size verification focusing on error prone applications. " Error prone " means applications within \$100 per month of the applicable Income Eligibility Guidelines.

CSDE VERIFICATION CALENDAR, continued

Check (☑) if completed	Target Completion Date	Task	Forms to Complete	Reminders
<input type="checkbox"/>	August 15	<p>Work with the determining official to decide how students will be tracked and entered into the system:</p> <ol style="list-style-type: none"> 1. Directly certified through the Supplemental Nutrition Assistance Program (SNAP); 2. Directly certified through other programs (e.g., TFA, foster, homeless, runaway, Head Start); 3. Applications that are categorically eligible for free meals based on a handwritten SNAP/TFA case number; 4. Free income applications; or 5. Reduced-price income applications. 	Not applicable	This will impact the completion of the <i>Verification Collection Report</i> (FNS 742).
<input type="checkbox"/>	September 7	Review the CSDE's handout, <i>Important Points to Remember</i> .	Not applicable	Not applicable
<input type="checkbox"/>	September 7	Review the verification letters/forms and update as needed.	Verification letters/forms	Prototype forms are available on the CSDE's <i>Verification Procedures</i> Web page.
<input type="checkbox"/>	October 1	Print off the master list of all free and reduced-price eligible students as of October 1.	Not applicable	Not applicable
<input type="checkbox"/>	October 3	Select the required sample of applications to be verified. Prior to selecting the sample, determine the names that are directly certified or are not subject to verification, and separate out of the sample. Only newly approved applications are subject to the formal verification process.	<p><i>Alternate Two Sampling Worksheet</i> or <i>Alternate One Sampling Worksheet</i> or <i>Standard Sample Size Worksheet</i></p> <p>Also complete the <i>Verification Selection Worksheet</i> for each household that is selected.</p>	Review the USDA <i>Eligibility Manual for School Meals</i> for guidance.

CSDE VERIFICATION CALENDAR, continued

Check (☑) if completed	Target Completion Date	Task	Forms to Complete	Reminders
<input type="checkbox"/>	October 6	Conduct a confirmation review.	Section on the Verification Selection Worksheet	Must be conducted prior to notifying the households and must be done by someone other than the determining official.
<input type="checkbox"/>	October 7	Notify the selected households.	<i>Household Notification of Selection</i> letter and applicable attachments. Print off the appropriate forms including the <i>Verification Selection Worksheet</i> .	Reminder: If the district uses the letters that are automatically generated by their software company, the district must review the letters to ensure that they comply with any updated language in the USDA Eligibility Manual for School Meals and the CSDE CNP prototype letters. Keep copies of all correspondence, letters and other documentation.
<input type="checkbox"/>	Prior to October 23	Issue a second notice to those households that have not responded to the verification process.	"Second Household Notification of Selection" section on the <i>Verification Selection Worksheet</i> .	A second notice is required if the household failed to respond. This follow-up attempt must be documented.
<input type="checkbox"/>	Prior to November 10	Review the data and supporting documentation that the households submitted. Send letters of adverse action as needed.	<i>Adverse Action for Income Households</i> or <i>Adverse Action for SNAP/TFA Households</i> or <i>Notification of Continuation of Benefits</i>	All households for whom benefits are to be reduced or terminated must be given 10 calendar days' written advance notice of the change. The first day of the advance notice period is the day the notice is sent. The notice of adverse action may be sent via the postal service or to the email address of a parent/guardian. The LEA cannot notify the household of adverse action by phone. Keep copies of all correspondence, letters and other documentation.
<input type="checkbox"/>	November 15	Notify the school food service program of any changes in eligibility status and the date the changes go into effect.	Finish and sign-off on the <i>Verification Selection Worksheet</i> for each household that was selected for verification.	Keep documentation to demonstrate that the change went into effect.
<input type="checkbox"/>	November 15 <i>Must be completed by November 15</i>	Complete the verification process.	Verification Checklist	"Complete" means that all letters of changes in determinations have been issued to the households and the food service operations have been notified of the changes and the date that the changes go into effect.

CSDE VERIFICATION CALENDAR, continued

Check (☑) if completed	Target Completion Date	Task	Forms to Complete	Reminders
<input type="checkbox"/>	December 15 <i>Must be completed by December 15</i>	Complete and submit the <i>Verification Collection Report</i> (FNS 742) to the CSDE.	<i>Verification Collection Report</i> (FNS 742)	Make note of the type of verification the district will need to do next year based on the nonresponse rate.



For information on the USDA school nutrition programs, visit the CSDE's [School Nutrition Programs](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/vercal.pdf.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.